

National Aeronautics and Space Administration



**Headquarters**

Washington, DC 20546-0001

Office of Communications

April 12, 2019

Beryl Lipton  
MuckRock News  
Dept MR 70839  
411A Highland Ave  
Somerville, MA 02144-2516  
Via: [70839-53641243@requests.muckrock.com](mailto:70839-53641243@requests.muckrock.com)

REF: 19-HQ-F-00403

Dear Ms. Lipton,

This is the Final Response to your Freedom of Information Act (FOIA) request, received at the NASA Headquarters FOIA Office on March 25, 2019. Your request was assigned FOIA Case Number 19-HQ-F-00403 and seeks:

**NASA FOIA Office materials related to Funding, Staffing, and Activities**

1. Budge Materials:  
-- for 2017, 2018, 2018, and 2019, all budget materials or plans
2. Staffing Orders/Reports/Contacts:
  - a. For 2017 and 2018, staffing reports and plans, including count of employee numbers and offices responsible for processing and responses to FOIA requests and appeals submitted (preferred: form that includes total number of hours worked by FOIA personnel; available for each month reports; )
  - b. All staffing reports and plans for 2019 (preferred each month)
  - c. Contact information, including email addresses and phone numbers for each FOIA officer
3. FOIA Requester categories:
  - a. 2017 and 2018 Requester category (all categories; also, sort by fee and by year)
4. FOIA Fee Waivers:
  - a. 2017 and 2018, the number of fee waivers granted with tracking numbers
5. FOIA Collections:
  - a. 2017 and 2018, total estimated processing and copy fees quoted to FOIA requesters
  - b. 2017 and 2018, total processing and copy fees collected by NASA from each category.  
(FOIA log with the following will suffice --
    - ✓ FOIA tracking numbers
    - ✓ Requester Category
    - ✓ Amount processing and copy fees
    - ✓ Status of payment)

Your request was categorized as a representative of the news media request. In accordance with 14 CFR § 1206.507(c)(3), NASA shall provide documents to requesters

in this category for the cost of duplication alone, excluding charges for the first 100 pages.

A search of Office of the Chief Financial Officer, the Office of Human Capital Management, and Agency Operations was conducted using the information you provided above. Specifically, we searched for any database and websites these offices maintain that captures the above information requested.

In response to item 1, Budget Materials, all NASA FOIA budget costs are included in the Annual FOIA Reports<sup>1</sup>, specifically section IX, which are publicly available at <https://www.nasa.gov/FOIA/reports.html>. The report reflects the costs and personnel assigned per agency. Please note that one full time employee is designated to four agencies and her time was divided accordingly; the report also reflects two part-time FOIA officers. Moreover, this budget report only includes the cost of personnel and databases used to process information requests. It does not include incidental and infrastructure costs such as paper, pens, computers, electricity etc. These costs are included in the NASA agency budget, which is also publicly available at <https://www.nasa.gov/news/budget/index.html>.

In respect to item 2, Staffing Orders/Reports/Contacts, our search did not locate any records in response to staffing reports and plans because the NASA FOIA Office does not create these reports. However, you can find some of the information requested in the Annual FOIA Report, which reports the number of full-time and part-time FOIA employees assigned to each NASA agency.<sup>2</sup> In regards to the FOIA Office employee contact and office of responsibility information, it is publicly available at <https://www.nasa.gov/FOIA/Contacts.html>.

In response to items 3, 4, and 5, FOIA requester categories and fees, the search located a report from the FOIA database which includes the request tracking number, category, estimated processing fees, amount invoiced, amounts collected, fee waivers requests and final disposition on waiver requests. This report is being provided in full. In addition, the Annual FOIA Reports published at the website noted in our response to item 1 of your request contain this and more information.

You have the right to appeal this response. Your appeal must be received within 90 calendar days of the date of this letter. Your appeal must be in writing and addressed to:

Administrator  
ATTN: FOIA Appeals  
NASA Headquarters  
Executive Secretariat  
MS 9R17  
Washington, DC 20546

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<sup>1</sup> Published every year in January following the close of the Fiscal Year (FY); i.e. for FY 2018, the annual report was published on January 2019.

<sup>2</sup> For FY 2019, the report has not yet been created, but the staffing numbers will be similar with the exception of one additional employee.

Both the envelope and letter of appeal should be clearly marked "Appeal under the Freedom of Information Act." You must also include copies of your initial request, this correspondence, and any other correspondence with the FOIA office. In order to expedite the appellate process and ensure full consideration of your appeal, your appeal should also contain a brief statement of the reasons you believe this initial determination should be reversed.

For further assistance and to discuss any aspect of your request, you may contact NASA's Chief FOIA Public Liaison, Stephanie Fox, via telephone at 202-358-1553 or via e-mail at [Stephanie.K.Fox@NASA.gov](mailto:Stephanie.K.Fox@NASA.gov). You may also send correspondence to Ms. Fox at the following address:

National Aeronautics and Space Administration (NASA)  
Freedom of Information Act Unit  
NASA Headquarters  
Attn: Stephanie Fox  
Chief FOIA Public Liaison  
300 E Street, S.W., 5P32  
Washington D.C. 20546  
(Fax) 202- 358-4332

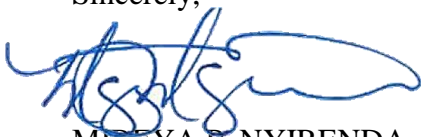
Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services it offers. The contact information for OGIS is as follows:

Office of Government Information Services  
National Archives and Records Administration  
8601 Adelphi Road-OGIS  
College Park, Maryland 20740-6001  
Email: [ogis@nara.gov](mailto:ogis@nara.gov)  
Telephone: (202) 741-5770  
Toll free: 1-877-684-6448  
Fax: (202) 741-5769

**Important:** Please note that contacting any agency official including the undersigned, NASA's Chief FOIA Public Liaison, and/or OGIS is not an alternative to filing an administrative appeal and does not stop the 90 day appeal clock.

If you have further questions, please also feel free to contact me at 202-358-0680 or [hq-foia@nasa.gov](mailto:hq-foia@nasa.gov).

Sincerely,



MIREYA P. NYIRENDA  
FOIA Public Liaison Officer